

# American Embassy, Amman

# Vacancy Announcement

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**ANNOUNCEMENT NUMBER: 15-048**

**OPEN TO:** All Interested Candidates

**POSITION:** Program Assistant, FSN-9, FP-5

**OPENING DATE:** April 09, 2015

**CLOSING DATE:** April 23, 2015

**WORK HOURS:** Full-time; 40 hours/week

**SALARY:** – Ordinarily Resident (OR\*) in Jordan: JD 13,874, per year, excluding allowances (position grade FSN-9)

– For EFMs\* and Not Ordinarily Resident (NOR\*) in Jordan: Position grade FP-5; salary is in US Dollars based on the US pay plan. *All FP position grades are determined by HR in Washington DC.*

**BENEFITS (OR\*):** Excellent working conditions; 5-day workweek; annual pay for performance increase; premier medical insurance coverage for employee and family; 20 holidays per year (American and Jordanian); provident fund retirement plan; ample opportunity for on-line/ classroom training and personal development

**LENGTH OF HIRE:** **This is a temporary position not to exceed April 2017.**

**APPLICANTS ORDINARILY RESIDENT (OR\*) MUST HAVE JORDANIAN WORK AND/OR RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.**

The U.S. Embassy Amman is seeking an individual for the position of Program Assistant in the Millennium Challenge Cooperation Office (MCC).

## **BASIC FUNCTION OF POSITION:**

Job holder is responsible for all basic programmatic and administrative functions related to MCC operations in Jordan and reports to the Resident Country Director (RCD). The Program Assistant performs a variety of routine programmatic and administrative duties supporting the RCD with managing overall in-country operations. Duties include maintaining and controlling documentation, developing and maintaining filing systems, drafting correspondence, serving as administrative liaison between embassy and MCC staff and other administrative duties designed to maintain office efficiency. Programmatic duties include, but are not limited to, developing and maintaining a tracking system to monitor MCC in-country activities; providing general information to the public, donors, international organizations, etc concerning MCC activities.

## QUALIFICATIONS REQUIRED:

***Note: Items 1-5 are ALL REQUIRED. All applicants must address each selection criterion detailed with specific and comprehensive information supporting each item.***

1. **Education:** Bachelor's degree in business administration/management, economics, Marketing, liberal arts, social sciences and international relations is required.  
**Supporting documents (ie..Bachelor's degree) must be included in the application for eligibility purposes.**  
**يجب إرفاق شهادة الدراسة المطلوبة مع طلب التوظيف حتى يتم اخضاع الطلب للتدقيق**
2. **Experience:** Minimum of five years of progressively responsible experience in development assistance, office management/administrative or secretarial support, business administration, or program management is required.
3. **Language:** Level 4 (fluent) in English and Level 4 (Fluent) in Arabic is required. A score of 785 on the TOEIC exam or 590 on the TOFEL exam is acceptable. Examination scores should have been recorded within the last six months. English proficiency will be tested.
4. **Knowledge:** Thorough knowledge of business principles, concepts, and methodology involved in administering document and data management systems and other aspects of an office environment is required. Good working knowledge of international development program/project development and/or implementation is required.
5. **Abilities & Skills:** Demonstrated oral and written communication skills and the ability to work in a fast-paced and complex office environment and to effectively take on and complete multiple tasks in a team environment is required. Strong organizational skills demonstrated by the ability to organize files, and create organization in a systemic and consistent manner is required. Demonstrate ability to use software applications such as Microsoft Word, Excel, Outlook, etc. is required. The incumbent must also possess excellent research capabilities, willingness, ability and effectiveness in working on a wide variety of projects, ability to work effectively in teams and with staff from across MCC groups, ability to work independently and to assume new and increasingly challenging tasks is required.

## SELECTION PROCESS:

When equally qualified, U.S. Citizen Eligible Family Members (AEFMs) and U.S. Veterans will be given preference. Therefore, it is essential that the candidate address the required qualifications above in the application.

## ADDITIONAL SELECTION CRITERIA:

1. Management will consider nepotism/conflict of interest, budget, and residency status in determining successful candidacy.
2. Current employees serving a probationary period are not eligible to apply.
3. Current OR\* employees with an Overall Summary Rating of "needs improvement" or "unsatisfactory" on their most recent Employee Performance Report are not eligible to apply.
4. Currently employed U.S. Citizen EFM\*s\* who hold an FMA appointment are ineligible to apply for advertised positions within the first 90 calendar days of their employment.
5. Currently employed NOR\*s\* hired under a Personal Services Agreement are ineligible to apply for advertised positions within the first 90 calendar days of their employment, unless currently hired into a position with a When Actually Employed (WAE) work schedule.

6. EFM\* candidates must have at least nine months remaining at post from the closing date or they will not be considered.
7. EFM\*s not yet at post must be within 90 days of their arrival in order to be considered.

## TO APPLY:

Interested applicants must submit their application and all supporting materials to [AmmanEmployment@State.gov](mailto:AmmanEmployment@State.gov) or it will not be considered. Please note “**VA 15-048, Program Assistant**” in the subject line of the e-mail.

## All application packages must include:

1. Application for U.S. Federal Employment [DS-174](#) or a current resume or curriculum vitae that provides the same information as the DS-174.
2. Any other documentation (e.g. certificates, awards, copies of degrees earned) that addresses the required qualifications for this position. (**Education certificates must be included or the application will not be considered.**)
3. Driver’s license copy if applying for a position that requires driving a vehicle.
4. EFM\*, USEFM\*, and AEFM\* applicants must clearly indicate their status in the text or subject line of their application.
5. Candidates who claim U.S. Veterans preference must provide a copy of their Form DD-214 with their application. For more information on Veteran’s Preference go to <http://www.opm.gov/veterans/>.
6. List any relatives or members of your household that work for the U.S. Government (include their name, relationship, agency, position and location). Any omission in this area, either intentional or unintentional, is cause for dismissal.

## \*DEFINITIONS:

1. **Eligible Family Member (EFM):** For employment purposes, an EFM is a spouse, domestic partner (DP- as defined in 3 FAM 1610), or unmarried child at least 18 years of age of a US direct-hire FS, CS, or uniformed service member who is:
  - Listed on the travel orders or approved OF-126 of a direct-hire FS, CS, or uniformed service member assigned to the Mission under COM authority; and,
  - Residing at the sponsoring employee’s post of assignment abroad.
2. **U.S. Citizen Eligible Family Member (USEFM):** For purposes of receiving a preference in hiring for a qualified position, a USEFM is an individual who meets the following criteria:
  - US citizen; and
  - The spouse or domestic partner (as defined in 3 FAM 1610) of the sponsoring employee, or a child of the sponsoring employee, who is an unmarried child 18 to 20 years old; and
  - Listed on the travel orders or approved Form OF-126 of the sponsoring employee, (i.e., a direct-hire FS, CS, or uniformed service member who is permanently assigned to or stationed abroad at a US mission, and is under COM authority) and either:
    - a) Resides at the sponsoring employee’s post of assignment abroad; or
    - b) Resides at an involuntary separate maintenance allowance (ISMA) location (the individual will not be listed on the sponsoring officer’s travel orders, but will have a processed Form SF-1190 authorizing ISMA).

*Other family members or dependents on direct-hire FS, CS, or uniformed service member’s travel orders who do not meet all of these criteria are not USEFMs or AEFMs for employment purposes.*

3. **Appointment Eligible Family Member (AEFM):** To be eligible for a Family Member Appointment or a TEMP appointment, an AEFM is:
  - US citizen; and

- The spouse or a domestic partner (as defined 3 FAM 1610) of the sponsoring employee, or a child of the sponsoring employee who is an unmarried child 18-20 years old; and
- Listed on the travel orders or approved Form OF-126 of the sponsoring employee, (i.e., a direct-hire FS, CS, or uniformed service member who is permanently assigned to or stationed abroad at a US Mission who is under COM authority); and
- Residing at the sponsoring employee's post of assignment abroad; and
- Does not receive a USG retirement annuity or pension from a career in the Foreign Service or Civil Service. US citizen military annuitant EFMs are FMA eligible.

*Other family members or dependents on direct-hire FS, CS, or uniformed service member's travel orders or approved Form OF-126 who do not meet all of the criteria are not AEFMs or US citizen EFMs for employment purposes.*

4. **Member of Household (MOH):** An individual who accompanies a direct-hire Foreign, Civil, or uniformed service member permanently assigned or stationed at a U.S. Foreign Service post or establishment abroad. An MOH is:

- Not an EFM; and,
- Not on the travel orders of the sponsoring employee; and,
- Has been officially declared by the sponsoring USG employee to the COM as part of his/her household.

*A MOH is under COM authority and may include a parent, unmarried partner, other relative or adult child who falls outside the Department's current legal and statutory definition of family member. A MOH does not have to be a U.S. Citizen.*

5. **Not Ordinarily Resident (NOR)** – An individual who:

- Is not a citizen of the host country; and,
- Does not ordinarily reside (*OR*, see below) in the host country; and,
- Is not subject to host country employment and tax laws; and,
- Has a U.S. Social Security Number (SSN).

*NOR employees are compensated under a GS or FS salary schedule, not under the LCP.*

6. **Ordinarily Resident (OR)** – A Foreign National or U.S. citizen who:

- Is locally resident; and,
- Has legal, permanent resident status within the host country; and,
- Is subject to host country employment and tax laws.

*EFMs without U.S. Social Security Numbers are also OR. All OR employees, including U.S. citizens, are compensated in accordance with the Local Compensation Plan (LCP).*

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## CLOSING DATE FOR THIS POSITION: April 23, 2015

An Equal Opportunity Employer

The U.S. Mission in Jordan provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color, religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation. The Department of State also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs.

The EEO complaint procedure is not available to individuals who believe they have been denied equal opportunity based upon marital status or political affiliation. Individuals with such complaints should avail themselves of the appropriate grievance procedures, remedies for prohibited personnel practices, and/or courts for relief.